



IT'S TIME TO THINK OUTSIDE THE BOX

Greytrix Document Attachment

User Manual

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This Documentation is intended to provide assistance to the users for running of the program that has been developed by Greytrix. Some of the steps that have been covered in the documentation may or may not be applicable in some cases, but we intend to make sure that all the points are covered for smooth working of the program on the system. For any problems or more clarifications that have not been covered in the documentation, we request you to please get in touch with us (Greytrix) on sage@greytrix.com. There are some points that are listed in the notes section of the documentation. These notes have been listed as a reference or knowledge purpose for the reader which can be termed as references to the points mentioned in the user guide.

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Greytrix Document Attachment

Introduction

The Greytrix Document Attachment module for Sage Accpac ERP is a comprehensive add-on that helps you to attach, refer and view the relational documents that you want to see floating along with the transaction screens Viz. Order Entry, Invoice Entry, Journal Entry ...etc. User can store and retrieve the document from anywhere over the network.

- Document Attachment Product has the following modules and Transaction screens.

A. Setup

- Directory Path
- Upgrade/Deactivate

B. Transaction

- A/P Invoice Batch List
- A/P Invoice Entry
- A/P Payment Batch List
- A/P Payment Entry
- A/P Adjustment Batch List
- A/P Adjustment Entry
- A/R Invoice Batch List
- A/R Invoice Entry
- A/R Receipt Batch List
- A/R Receipt Entry
- A/R Adjustment Batch List
- A/R Adjustment Entry
- G/L Batch List

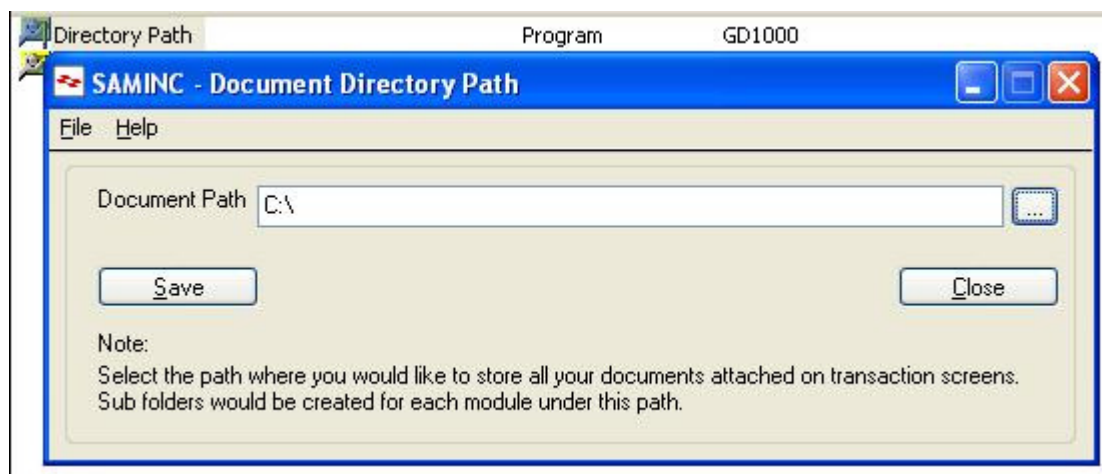
- G/L Journal Entry
- O/E Order Entry
- O/E Shipment Entry
- O/E Invoice Entry
- P/O Order entry
- P/O receipt Entry
- P/O Invoice Entry

NOTE: In A/P Payment Entry, A/R Receipt Entry and G/L Journal Entry screen Document Attachment functionality can be explored through Doc Attach button and in rest of the screen through Doc Attach Tab.

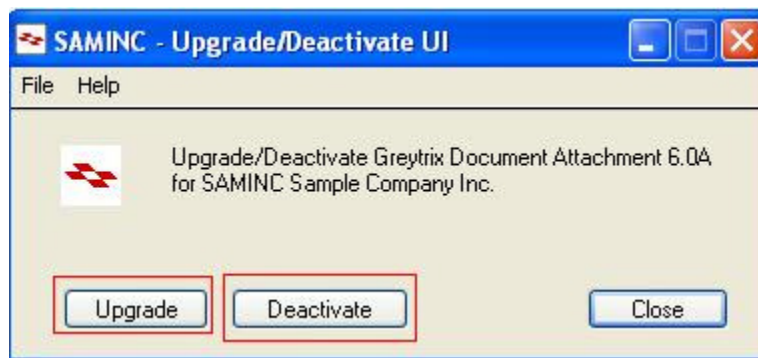
Setup

1. Directory path:

1. Using the Directory path user can set the network path where it desires to save the files.
2. Open Directory Path from Greytrix Document Attachment Setup. Initially it is blank. Enter a valid path and click on "Save" button as shown below.



2. Document Attachment Upgrade/Deactivate:



This UI is used to Upgrade or Deactivate the application. After any of the Operation user will have to Open Accpac Company. This UI will be accessible through “**ADMIN**” user only. By any other USERS of Accpac this UI will not be accessible.

Transaction

DOCUMENT ATTACHMENT WITH ORDER ENTRY SCREEN:-

1. On Order Entry screen the function of document attachment can be explored through the “Doc.Attach” Tab, Initially when the screen is triggered, “Doc Attach” tab is disabled, as you can see below.

SAMINC - O/E Order Entry

File Menu

Order No.

NEW

No. of Shipments

0

Last Shipment No.

Customer No.

Last Invoice No.

Order

Customer

Taxes

Optional Fields

Sales Split

Totals

Doc. Attach

Template Code

ACTIVE

PO No.

Status:

Source: Entered

Order Date

03/19/2012

Location

1

Central warehouse - Seattle

Order Type

Active

From Multiple Quotes

Job Related

Project Invoicing

Retainage

Ship-To Location

Exp. Ship Date

03/19/2012

Calc. Tax

On Hold

Description

Reference

Li...

Type

Item No. / Misc. Charge

Kit/BOM

Description

Price List

Location

Exp. SI

	Qty. on Hand	Qty. on Sales Order	Qty. on Purchase Order	Qty. Committed	Qty. Available
Location	0	0	0	0	0
All Locations	0	0	0	0	0

Item/Tax...

Components...

Ship All

Order Subtotal

0.00

Post

Delete

History...

Prepayment...

Close

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SAMINC - O/E Order Entry

File Menu

Order No. No. of Shipments Last Shipment No.

Customer No. Mr. Ronald Black Last Invoice No.

Order | Customer | Taxes | Optional Fields | Sales Split | Totals | **Doc. Attach**

Template Code PO No. Status: Source: Entered

Order Date Location Central warehouse - Seattle

Order Type ☐ From Multiple Quotes ☐ Job Related ☐ Project Invoicing ☐ Retainage

Ship-To Location Exp. Ship Date ☒ Calc. Tax ☐ On Hold

Description Reference

Li...	Type	Item No. / Misc. Charge	Kit/BOM	Description	Price List	Location	Exp. SI
1	Item	A1-103/0		Fluorescent Des...	USA	1	3/19/2

	Qty. on Hand	Qty. on Sales Order	Qty. on Purchase Order	Qty. Committed	Qty. Available
Location 1 (Ea.)	127	2	310	0	127
All Locations (Ea.)	647	33	486	0	647

Item/Tax... Components... Ship All Order Subtotal

Post Delete History... Prepayment... Close

- The “Doc.Attach” tab gets activated only after posting the order, following screen illustrates the same.

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SAMINC - O/E Order Entry

File Menu

Order No. No. of Shipments Last Shipment No.

Customer No. Mr. Ronald Black Last Invoice No.

Order | Customer | Taxes | Optional Fields | Sales Split | Totals | **Doc. Attach**

Upload Cancel View Delete


Document Path

Document Name

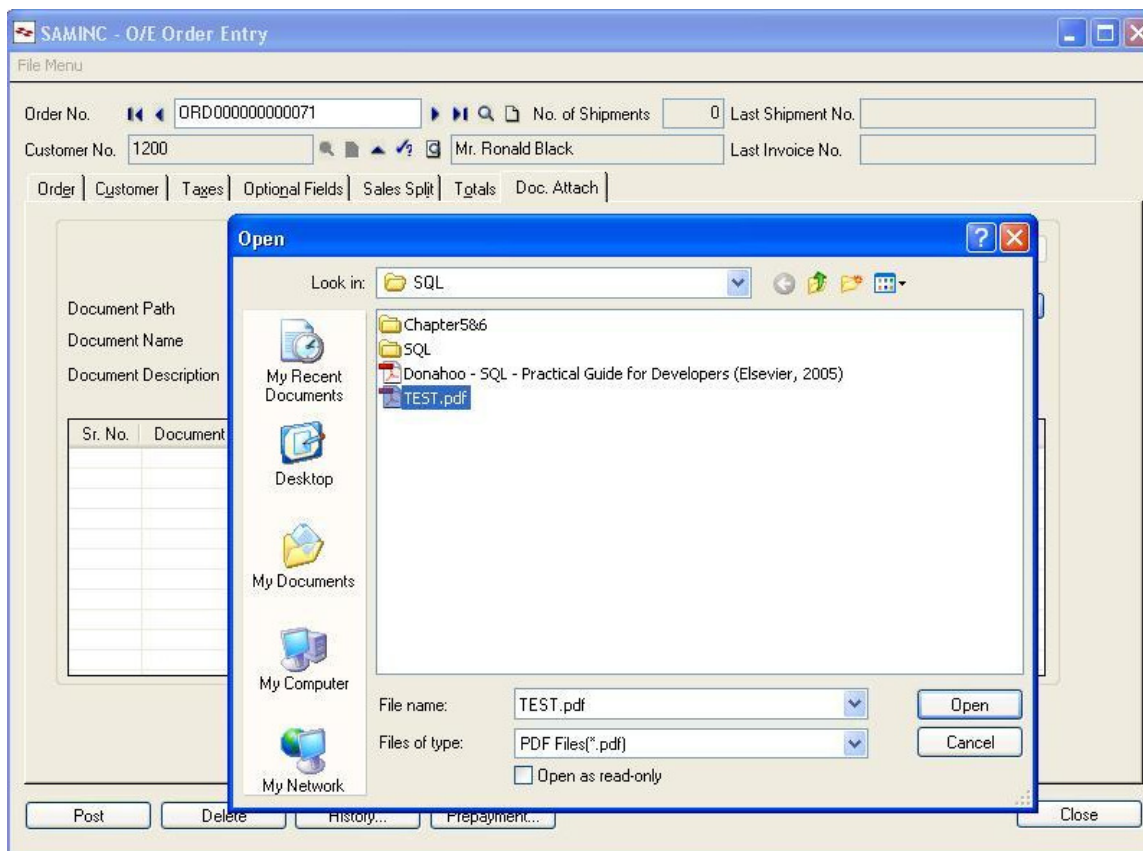
Document Description

Sr. No.	Document Name	Document Description

Post Delete History... Prepayment... Close

- When the “Doc.Attach” tab is loaded the above screen is unleashed with all the buttons disabled except the browse  button which is enabled, click on the browse button and following action would be performed wherein you can select the document you wish to associate with the transaction screen.

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4. The default file type that is set on the dialog box is “PDF”; apart from this other file formats are also supported.
5. After the selection of the file, “Upload” and “Cancel” button will be enabled. This can be seen in below screen shot.

The screenshot shows the 'SAMINC - O/E Order Entry' window. At the top, there's a 'File Menu' bar. Below it, several input fields are visible: 'Order No.' with value 'ORD000000000071', 'No. of Shipments' with value '0', 'Last Shipment No.', 'Customer No.' with value '1200', 'Mr. Ronald Black', and 'Last Invoice No.'. A tabbed interface is present with tabs for 'Order', 'Customer', 'Taxes', 'Optional Fields', 'Sales Split', 'Totals', and 'Doc. Attach'. The 'Doc. Attach' tab is active, showing an 'Upload' button (highlighted in red), a 'Cancel' button (also highlighted in red), and 'View' and 'Delete' buttons. Below these are three text fields: 'Document Path' (containing '\\192.168.0.33\Shared Data\SQL\TEST.pdf'), 'Document Name' (containing 'TEST.pdf.pdf'), and 'Document Description'. At the bottom of this section is a table with 4 columns: 'Sr. No.', 'Document Name', 'Document Description', and an empty column. The table has 10 rows, all of which are empty. At the very bottom of the window are buttons for 'Post', 'Delete', 'History...', 'Prepayment...', and 'Close'.

6. Now in order to associate the attached document with Order Entry screen you just need to click on “Upload” button and the selected file will get reflected in the below grid, but before clicking on the “Upload” button you need to fill in the “Document Description” field, otherwise you would be restricted from associating the attached document to the transaction screen. Reason for validating this field is the logical document description will help the user to identify the attached file in future; hence the “Document Description” field becomes mandatory!



- Now the user can see the grid being populated with the list of attached documents and also “View” and “Delete” buttons being enabled.

[illegible]

8. You can view and delete the desired document by selecting the respective one from the grid and clicking on “View” and “Delete” button

Note

The file which gets associated with the transaction screens is copied from the original source to the path which is set in Directory Path UI without disturbing original file.

The new path where it gets saved is under the roof of the folder named with the reference to module name from which it gets stored e.g. if a file is attached to an Order Entry screen then it gets stored in the folder named OEXXX (XXX is version name for e.g OE60A) which gets created once while attaching the first document to the transaction screen of respective module of respective company.

Also, if a file is attached to a particular transaction screen (i.e. copy of it is stored at the path mentioned above) and if user tries to associate the same file with another transaction screen of

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same module then the user will be warned with the message of overwriting the existing file. Since the copy of it is already retained for the previous transaction screen. See below illustration.

The screenshot shows the 'SAMINC - O/E Shipment Entry' window. At the top, there's a 'File Menu' bar. Below it, the 'Shipment Number' is 'SH00000000000000000059' and the 'Invoice Number' is 'IN0000000000000059'. The 'Customer No.' is '1105' and the 'Bargain Mart - Oakland' is selected. The 'Complete Status' is 'Complete'. There are tabs for 'Shipment', 'Customer', 'Taxes', 'Optional Fields', 'Sales Split', 'Totals', and 'Doc. Attach'. The 'Doc. Attach' tab is active, showing an 'Upload' button (highlighted with a red box), 'Cancel', 'View', and 'Delete' buttons. Below these are fields for 'Document Path' (\\192.168.0.33\Shared Data\SQL\TEST.pdf.pdf), 'Document Name' (TEST.pdf.pdf), and 'Document Description' (Overnight shipment please). At the bottom, there's a table with columns 'Sr. No.', 'Document Name', and 'Document Description'. The table is empty. At the very bottom, there are buttons for 'Post', 'History...', 'Prepayment...', and 'Close'.

Sr. No.	Document Name	Document Description

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The screenshot shows the 'SAMINC - O/E Shipment Entry' window. The 'Doc. Attach' tab is active. The 'Document Path' field contains '\\192.168.0.33\Shared Data\SQL\TEST.pdf.pdf'. The 'Document Name' field contains 'TEST.pdf.pdf'. The 'Document Description' field contains 'Overnight shipment please'. A dialog box titled 'Document Attachment' is overlaid on the window, displaying an information icon and the message: 'File already present at the location, Do you want to overwrite the file?'. The dialog box has 'Yes' and 'No' buttons. The background window has a menu bar with 'File Menu' and a toolbar with 'Upload', 'Cancel', 'View', and 'Delete' buttons. At the bottom of the window are 'Post', 'History...', 'Prepayment...', and 'Close' buttons.

- The description from the header of the screen is carried to the Document Description field of "Doc.Attach" tab facilitating the user from re - entering the information; also user can edit this description. See below illustration.

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SAMINC - O/E Shipment Entry

File Menu

Shipment Number: SH0000000000000000059 Invoice Number: IN000000000000059

Customer No: 1105 Bargain Mart - Oakland Complete Status: Complete

Shipment | Customer | Taxes | Optional Fields | Sales Split | Totals | Doc. Attach

Order Number: ORD00000000000061 From Multiple Orders: PO Number:

Template Code: ACTIVE Shipment Date: 06/05/2020 Posting Date: 06/05/2020 Year/Period: 2020 - 06

Location: 2 Portland Office Exp. Ship Date: 06/05/2020 No. of Shipments: 0

Ship-To Location: Job Related: Project Invoicing: Retainage: Calculate Tax: Create Invoice:

Description: Overnight shipment please Reference: Ref #1006-1-2

Li...	Type	Item No. / Misc. Charge	Kit/BOM	Description	Price List	Location	Qty.
1	Item	A1-103/0		Fluorescent Des...	USA	2	
2	Item	A1-105/0		13W Mini Fluore...	USA	2	

	Qty. on Hand	Qty. on Sales Order	Qty. on Purchase Order	Qty. Committed	Qty. Available
Location 2 (Ea.)	262	21	50	0	262
All Locations (Ea.)	647	33	486	0	647

Item/Tax... Components... Shipment Subtotal: 956.65

Post History... Prepayment... Close

SAMINC - O/E Shipment Entry

File Menu

Shipment Number: SH0000000000000000059 Invoice Number: IN000000000000059

Customer No: 1105 Bargain Mart - Oakland Complete Status: Complete

Shipment | Customer | Taxes | Optional Fields | Sales Split | Totals | Doc. Attach

Upload Cancel View Delete

Document Path: \\192.168.0.33\Shared Data\SQL\TEST.pdf.pdf

Document Name: TEST.pdf.pdf

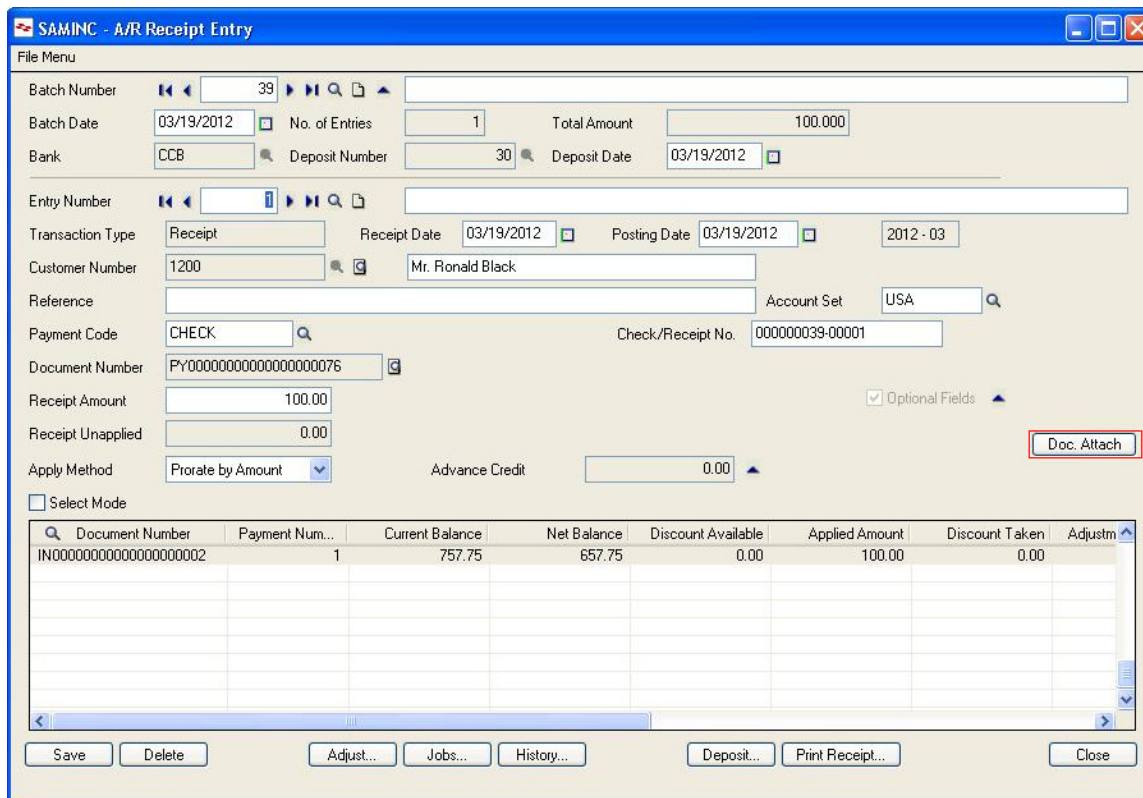
Document Description: Overnight shipment please

Sr. No.	Document Name	Document Description

Post History... Prepayment... Close

DOCUMENT ATTACHMENT WITH ACCOUNT RECEIVABLE SCREEN:-

1. AR Receipt screen also possess same functionality through Doc Attach button, below is the illustration of A/R Receipt Entry screen from where you can call the Document Attachment screen.



SAMINC - A/R Receipt Entry

File Menu

Batch Number: 39 | Batch Date: 03/19/2012 | No. of Entries: 1 | Total Amount: 100.000
 Bank: CCB | Deposit Number: 30 | Deposit Date: 03/19/2012

Entry Number: | Transaction Type: Receipt | Receipt Date: 03/19/2012 | Posting Date: 03/19/2012 | 2012 - 03
 Customer Number: 1200 | Mr. Ronald Black | Reference: | Account Set: USA
 Payment Code: CHECK | Check/Receipt No.: 000000039-00001
 Document Number: PY00000000000000000076
 Receipt Amount: 100.00 | Receipt Unapplied: 0.00
 Apply Method: Prorate by Amount | Advance Credit: 0.00

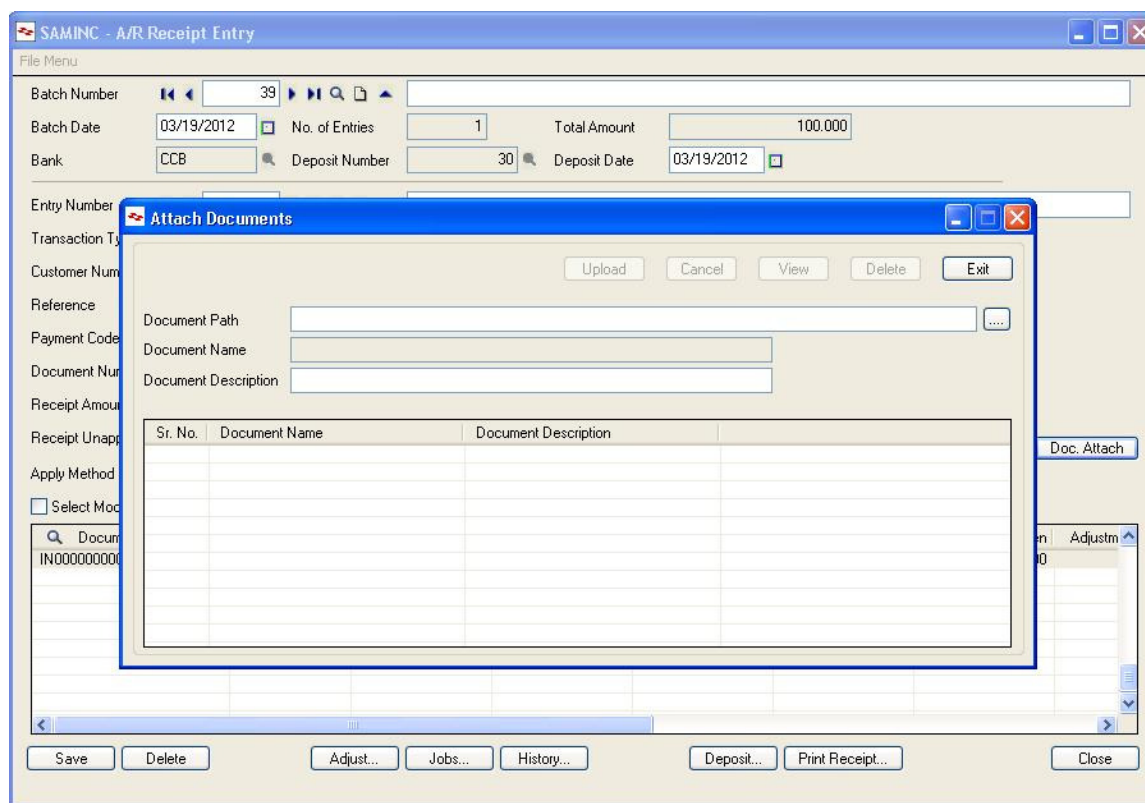
☐ Select Mode

Document Number	Payment Num...	Current Balance	Net Balance	Discount Available	Applied Amount	Discount Taken	Adjustm
IN0000000000000000000002	1	757.75	657.75	0.00	100.00	0.00	

Buttons: Save, Delete, Adjust..., Jobs..., History..., Deposit..., Print Receipt..., Close

Doc. Attach

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Note: - Rest of the screen mentioned above works in the similar way.

DOCUMENT ATTACHMENT WITH A/R INVOICE BATCH LIST:-

1. Document attachment functionality can also be accessed through Batch List UI. Below is the illustration of A/R Invoice Batch List screen from where you can call the Customized Document Attachment A/R invoice screen by clicking on Doc Attach button.

SAMLTD - A/R Invoice Entry

File Menu

Batch Number: 572

Batch Date: 05/25/2012

No. of Entries: 0

Total Amount: 0.000

Document | Taxes | Terms | Optional Fields | Sales Split | Rates | Totals | **Doc. Attach**

Entry Number: 1

Customer Number:

Ship-To Location:

Document Type: Invoice

Document Date: 05/25/2012

Posting Date: 05/25/2012

Document Number: NEW

PD Number:

Order Number:

Shipment Number:

Summary:

Invoice Printed: No

Currency:

Account Set:

2012 - 05

Job Related: ☐

Retainage: ☐

Special Instructions:

Ship Via:

Li...	Dist. Code	Description	Revenue Account	Account Description	Amount
Account/Tax...					

Add Delete Prepay... Print Invoice... Close

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sage software
Master Developer

sage GOLD
Development Partner

About GUMU

GUMU is a data frame providing migration and integration solutions created by Greytrix.

GUMU using web enabled or desktop applications can integrate the systems bi- directionally as well as migrate the information from current less efficient to more powerful and robust system.

GUMU has served the organizations who wish to take a giant leap in the process which drives its organization, IT being an invariable parameter of it.

GUMU has reached tens of thousands of its users, who are now celebrating its presence, as GUMU has empowered their business information flow process and projected the exponential growth of their business.

About The Greytrix Company

We are the only company in the world with a unique business model which is reseller centric for providing vertical add-ons, integration and migration solutions as well as a one stop service for MULTIPLE product lines in the SME segment.

We started at a time, when the entire IT industry was moving towards the Dot Coms (ended up being dot bombs!) but decided to take the road less travelled and entered the SME business application market, adding a fresh, new and unique way of facilitating businesses in this segment.



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